Section II: (applies to child care programs ONLY serving children 5 years of age and older)

In the table below, choose the highest level that best describes your current status and then check only one box in each of the three required components (Administration coursework, EE/HG&D Coursework, and Portfolio) within the level that you have chosen.

Three Required Administration Credential Components	Level I Options (Mandatory)		Level II Options (Voluntary)		Level III Options (Voluntary)	
1. Administration Coursework	*Check one box only*	✓	*Check one box only*	✓	*Check one box only*	✓
	EDU 261 and EDU 262 **or**		EDU 261 and EDU 262 **or**		EDU 261 and EDU 262 **or**	
	Test out **or**		Test out **or**		Test out **or**	
	6 sch in Child Care Administration **or**		6 sch in Child Care Administration **or**		6 sch in Child Care Administration **or**	
	9 sch in Business Administration		9 sch in Business Administration		9 sch in Business Administration	
2. EE/HG&D Coursework	*Check one box only*	✓	*Check one box only*	✓	*Check one box only*	✓
	7 sch in EE/HG&D **or**		AA/AAS degree in EE/HG&D **or**		BA/BS degree in EE/HG&D **or**	
	Director for 3 yrs and NCECC or equivalent		AA/AAS degree in any major with 12 sch in EE/HG&D		BA/BS degree in any major with 18 sch in EE/HG&D	
1. Portfolio Coursework (part of Administration Coursework)	*Check one box only*	✓	*Check one box only*	✓	*Check one box only*	✓
	Level I Portfolio of 6 specified assignments **or**		Level II Portfolio of 12 specified assignments **or**		Level III Portfolio of 18 specified assignments **or**	
	Level I Portfolio waived if Director for 5 years		Level II Portfolio waived if Director for 5 years		Level III Portfolio waived if Director for 5 years	

All eligible coursework must be taught at an institute of higher education with nationally recognized regional accreditation.

EDU 261–Early Childhood Administration course taught at North Carolina Community Colleges or 2-3 sch Child Care Administration survey course taught at an accredited institution of higher education **EDU 262**–Early Childhood Administration course taught at North Carolina Community Colleges **NCSACCAC**–North Carolina School-Age Child Care Administration Credential **NCECC**–North Carolina Early Childhood Credential **EE/HG&D** – Elementary Education/Human Growth and Development **AA/AAS**–Associate's Degree **BA/BS**–Bachelor's Degree **MA/MS**–Master's Degree **sch**–semester credit hours	**NOTE**: Completion of the NCSACCAC requirements results in an ***equivalency letter*** only.

I attest to the accuracy of the information provided on this form to the best of my ability.

Applicant Signature: **Date:**

**Mail to: Workforce Education Unit, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201
Questions: Call the Workforce Education Unit at 1-800-859-0829, or your Division of Child Development representative.

This form only needs to be completed and submitted to the Division of Child Development** ONCE.
Changes to any of the applicant or facility information should be submitted on a DCD.0120 Change of Information form, NOT a new DCD.0114 School-Age Administrator form.

Purpose:

The *North Carolina Education and Equivalency Form For School-Age Child Care Administrators* is used for documenting administrator (director) qualifications and/or for making application for the North Carolina School-Age Child Care Administration Credential (NCSACCAC) equivalency. Please note that the NCSACCAC Levels I, II and III have **three** required components: administration coursework, additional elementary education/human growth and development coursework, and a portfolio (see page two). Administrators are required to submit this form to the Division of Child Development** no later than six months after the date of hire in the administrator's position; however, non-administrators may also submit this form to be evaluated for the NCSACCAC equivalency. **Level I is the minimum level required by law for all child care administrators. Levels II and III are voluntary.**

General Instructions:

Both pages of this form should be completed accurately, legibly, and in ink. It should be filled out and signed *__by the applicant.__* A copy of this form and all attachments must be maintained in the applicant's file (if applicable) for review by representatives of the Division of Child Development. Please attach information regarding any past director experience at other facilities.

All applicants must fill out both pages completely and sign and date page two of this form:

Section I: Complete A through D:

A) Applicant Information   Social Security # _____ - _____ - _____

Current Position at this Facility _____   **Date of Employment in this Position at this Facility** ____/____/____

Legal Name _____   **Legal Maiden Name** _____
            Last   First   Middle

Home Mailing Address_____City _____ State ____ Zip _____

Date of Birth____/____/____   **Home Telephone # (____)_____**   **County of Residence** _____

B) Facility Information
Name of Facility _____   **County** _____

Mailing Address_____   City _____ State ____ Zip _____

Facility License # _____   **Facility Telephone # (____)_____**   **FAX # (____)_____**

C) Educational Background (check *ALL* that have been completed) _____
Attach official transcripts (NOT photocopies, student copies or grade reports) for ALL completed college coursework, certificates, diplomas and/or degrees.
GED_____   High School Diploma_____   CDA_____   AA/AAS_____   BA/BS_____   MA/MS_____   Ed.D./Ph.D._____
Program Major (s)_____
School (s) _____

D) NCSACCAC Equivalency Information--refers to all three levels (check *ALL* that apply)
EDU 261 (Administration Course I): Completed_____   Currently Enrolled_____   Plan to Enroll_____
EDU 262 (Administration Course II): Completed_____   Currently Enrolled_____   Plan to Enroll_____
Requesting to test out: EDU 261 (Test I) _____ or EDU 262 (Test II) _____ or EDU 261 and EDU 262 (Both tests) _____
Have tested out: EDU 261_____ or EDU 262_____ or EDU 261 and EDU 262_____ (Attach verification of successful testing out)
Required EE/HG&D Coursework: Completed_____   Currently Enrolled_____   Plan to Enroll_____
Portfolio Requirement: Completed_____ Currently Completing_____ Plan to Complete_____ *Years of experience as administrator*_____
Proceed to Section II (Page Two)   *(Attach detailed explanation)*

- **Attach official transcripts (not photocopies, student copies or grade reports) for __ALL__ completed college coursework, certificates, diplomas and/or degrees. For all coursework over 10 years old to be eligible for the NCSACCAC equivalency, it must be from a completed certificate, diploma and/or degree, __or__ you must be currently enrolled in a degree program (attach proof).**